

HOLDING YOUR CDBG 2nd PUBLIC HEARING

As with the CDBG 1st Public Hearing, it is **critical** that you hold your CDBG 2nd Public Hearing **exactly** as described.

Purpose of the 2nd Public Hearing:

To inform citizens or interest groups about the specifics of your CDBG project and give them a chance to raise issues or concerns.

Note to Non-profits: The City/County that is acting as your sponsoring jurisdiction is responsible for holding the second public hearing. You should assist them in the completion of this task.

When to Hold the Hearing: **NOW!** (Assuming you have been given notice of award of funds)

Noticing the Hearing: You must publish a notice ONCE in a newspaper that has circulation in your City/County. The notice MUST be published a **minimum of 7 days** PRIOR to the hearing and no more than 14 days. Publish as follows:

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SECOND PUBLIC HEARING NOTICE

City, Town, County will hold a public hearing to discuss the project determined to be applied for in the 20 - - CDBG Small Cities Program as follows **Briefly describe project(s) I.E. Project location, CDBG amount and what the project is.** Comments will be solicited on project scope, implementation, and its effects on residents. The hearings will begin at **TIME** P.M. on **DATE** and will be held at **LOCATION AND COMPLETE ADDRESS.** Further information can be obtained by contacting **APPLICANT POINT OF CONTACT** at **PHONE**. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during these hearings should notify **APPLICANT POINT OF CONTACT at LOCATION AND COMPLETE ADDRESS** at least three days prior to the hearing to be attended.

Posting and Certificate of Posting

Postings may only be done in lieu of published notices if the entity does not have a local paper of circulation. The postings must use the same wording as the published notices and must be included with the application. The statement below or a similar statement must accompany the application.

CERTIFICATE OF POSTING

I, THE DULY APPOINTED AND ACTING CLERK FOR THE TOWN OF NAME HEREBY CERTIFY THAT COPIES OF THE FOREGOING NOTICE WERE POSTED AT THREE PUBLIC PLACES WITHIN THE MUNICIPALITY THIS DAY OF MONTH, 20 YEAR, WHICH PUBLIC PLACES ARE:

- 1.
- 2.
- 3.

DATED THIS DAY OF MONTH, 20 YEAR

SIGNED CLERK

Conducting the Hearing: It is **critical** that the hearing be conducted **exactly** as follows:

- 1) The Public Hearing should be opened for public input and introduction offered as to the hearing's purpose.
- 2) Identify the project(s) (applicants should include any non-profit projects they have agreed to sponsor).
- 3) Identify the amount of money received on each project and the preliminary total project cost.
- 4) Receive Comment
- 5) Respond to specific concerns and questions of all citizens, particularly those who may be immediately impacted by the project(s).

Documenting the Hearing: Submit the following with your final application:

- 1) Detailed minutes! Approved minutes must be included that document the hearing. Here is a SAMPLE of how your minutes should read:

SECOND HEARING

MINUTES OF (Name of Municipality) COUNCIL MEETING
MEETING HELD (Location, Date and Time)

The (Name of Municipality and Jurisdiction) meeting convened in regular session on (Day and Date), in the (Location), meeting commenced at (Exact Time).

Present: (Mayor/Commissioner and Council names)

(Other public or elected officials or employees)

(Public in attendance, **including those attending for the CDBG Public Hearing**)

City Recorder: (include name of city recorder)

City Clerk: (include name of city clerk)

City Attorney: (include name of city attorney)

Pledge of Allegiance and other preliminary actions including the approval and adoption of the minutes from the last meeting, ETC.

COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING:

Mayor/Commissioner (**Name**), opened the second public hearing for the CDBG program. Mayor/Commissioner (**Name**) stated that this hearing is being called to allow all citizens to provide input concerning the project which was awarded under the (**Grant Year**) Community Development Block Grant Program. The city/county has amended its capital investment plan and decided to apply for funds on behalf of the (**Project and Location**). The Mayor/Commissioner introduced (**Project Manager**) - from the (**Project**). The Mayor/Commissioner explained that the application was successful in the regional rating and ranking process and (**Name of Project and Grant Award Amount**). The Mayor/Commissioner explained the project to those in attendance. The Mayor/Commissioner then asked for any comments, questions and concerns from the audience. The only question came from Mr./Mrs. (**Name**), who wanted to know (**Question**) -. The Mayor/Commissioner indicated that (**Response to Question**). The Mayor/Commissioner stated that copies of the capital investment plan are available if anyone would like a copy. There were no more comments and the hearing was adjourned at (**TIME**).

- 2) Copy of the affidavit of public notice from the newspaper (or a clipped out newspaper copy).
- 3) List of those in attendance (City officials should be listed routinely in the minutes). If the names of the public that were attending for the CDBG hearing are not listed in the minutes, be sure to attach the sign-in list.
- 4) Elected officials can respond to public comments during the meeting. If a substantive response is not offered in the hearing, a written response must be sent to the individual within 15 working days. Please attach these responses if any.